



# THE UNIVERSITY OF DODOMA

## OFFICE OF THE DEPUTY VICE CHANCELLOR PLANNING, FINANCE AND ADMINISTRATION

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## VACANCIES

The University of Dodoma (UDOM) in collaboration with the Tokyo Medical and Dental University (TMDU) through the ComHIC Project (Community mHealth Integrated Care to manage hypertension/diabetes in Tanzania) invites applications from suitably qualified Tanzanians to fill the following positions. The Project is funded by the Japan Agency for Medical Research and Development (AMED).

- |                             |                              |
|-----------------------------|------------------------------|
| <b>1. POSITION:</b>         | Study Physician (1 Position) |
| <b>Location:</b>            | Dodoma                       |
| <b>Reports to:</b>          | Principal Investigator       |
| <b>Terms of Employment:</b> | Contract                     |

### Required Qualifications

- Bachelor of Science in Medicine and Advanced training in Internal Medicine

### Work Experience

- Experience in managing Diabetic and hypertensive patients in Tanzania;
- Experience in managing and overseeing community-based health services in Tanzania;
- Previous experience in managing a clinical and/or public health research project;
- Demonstrated competence in NCD health service delivery, including Diabetes and Hypertension;
- Knowledge of clinical trial ethics and Good Clinical Trial Practice will be added advantage;
- Licensure under the Tanzania Medical Council (Must have valid retention certificate from the TMC).

### Duties and responsibilities

- To provide training, mentoring and guidance to study staff in all aspects of trial conduct and project orientation to ensure compliance with protocols and guidance documents
- To promote good clinical and/or public health practice in the conduct of the study and provide medical input at all stages of the project lifecycle
- To ensure preparedness of staff and site for study implementation
- To participate in participant review and care, and in all study, procedures as guided by study protocols and guidance of Local Principal Investigator and Principal Investigator in accordance with Terms of

Reference provided in the Attachment 2

- v. To oversee all clinic and other study personnel performing study specific tasks and procedures
- vi. To oversee regulatory submissions and approvals to local and international institutional review boards or ethical review committees
- vii. To maintain all study records including but not limited to, regulatory binders, study specific source documentation and other materials as required.
- viii. To coordinate and facilitate under direct supervision by the Local Principal Investigator, the monitoring, of the project
- ix. To coordinate and facilitate under direct supervision by the Local Principal Investigator, the audit reporting responses of the project.
- x. To act as liaison between field study personnel, Community Health Workers, Study Participants, investigators, Local Principal Investigator, Principal Investigator and the ComHIC Implementation Team.
- xi. May perform other job-related duties as requested or required by the Local Principal Investigator and Principal Investigator.

### **Expected Duration of Assignment**

- i. Assignment is on a one-year renewable contract with a probation period for the first 3 months.
- ii. Expected date of completion of duty is October 2022.
- iii. Remuneration is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

<b>2. POSITION:</b>	Study Nurse (1 Position)
<b>Location:</b>	Dodoma
<b>Reports to:</b>	Principal Investigator
<b>Terms of Employment:</b>	Contract

### **Required Qualifications**

- i. Bachelor of Science in Nursing and advanced training in Public Health, Community Health, Information Science, or other related fields

### **Work Experience**

- i. Experience in advising diabetic and hypertensive patients and coordinating their treatments in Tanzania
- ii. Previous experience in managing a clinical and/or public health research project
- iii. Demonstrated competence in NCD health service delivery, including Diabetes and Hypertension
- iv. Experience to manage/coordinate services using ICT and good knowledge and skills in mHealth
- v. Knowledge of clinical trial ethics and Good Clinical Trial Practice will be added advantage

- vi. Licensure under the Tanzania Nursing and Midwifery Council (Must have valid retention certificate from the TNMC)

### **Duties and responsibilities**

- i. Provide training, mentoring and guidance to study staff in all aspects of trial conduct and project orientation to ensure compliance with protocols and guidance documents
- ii. Promote good clinical and/or public health practice in the conduct of the study and provide medical input at all stages of the project lifecycle
- iii. Ensure preparedness of staff and site for study implementation
- iv. Participate in participant review and care, and in all study, procedures as guided by study protocols and guidance of Local Principal Investigator and Principal Investigator in accordance with Terms of Reference provided in the Attachment 2
- v. Oversee mHealth services in the Project and be the focal point of mHealth communications with registered patients.
- vi. Oversee all clinic and other study personnel performing study specific tasks and procedures
- vii. Oversee regulatory submissions and approvals to local and international institutional review boards or ethical review committees
- viii. Maintain all study records including but not limited to, regulatory binders, study specific source documentation and other materials as required.
- ix. Coordinate and facilitate under direct supervision by the Local Principal Investigator, the monitoring, of the project
- x. Coordinate and facilitate under direct supervision by the Local Principal Investigator, the audit reporting responses of the project.
- xi. Act as liaison between field study personnel, Community Health Workers, Study Participants, investigators, Local Principal Investigator, Principal Investigator and the ComHIC Implementation Team.
- xii. May perform other job-related duties as requested or required by the Local Principal Investigator and Principal Investigator.

### **Expected Duration of Assignment**

- i. Assignment is on a one-year renewable contract with a probation period for the first 3 months.
- ii. Expected date of completion of duty is October 2022.
- iii. Remuneration is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

<b>3. POSITION:</b>	District Study Nurse (3 Positions)
<b>Location:</b>	Dodoma
<b>Reports to:</b>	Principal Investigator
<b>Terms of Employment:</b>	Contract

### **Required Qualifications**

- i. Bachelor of Science in Nursing and experience in community health practices

### **Work Experience**

- i. Experience in advising diabetic and hypertensive patients and coordinating their treatments in Tanzania
- ii. Previous experience in working with local authorities including village heads and CHWs
- iii. Previous experience in participating in a clinical and/or public health research project
- iv. Knowledge of clinical trial ethics and Good Clinical Trial Practice will be added advantage
- v. Licensure under the Tanzania Nursing and Midwifery Council (Must have valid retention certificate from the TNMC)

### **Duties and responsibilities**

- i. Conduct community implementation of ComHIC interventions at the assigned district, by supervising community health workers (CHWs), communicating with local hospital staff, and getting advice of the Study Physician (SP) and the study Nurse (SN).
- ii. Build trust and establish good relationships with local authorities/hospitals and village heads
- iii. Ensure compliance with protocols and guidance documents
- iv. Promote good clinical and/or public health practice in the conduct of the study
- v. Ensure preparedness in the assigned district for study implementation
- vi. Participate in participant review and care, and in all study, procedures as guided by study protocols and guidance of Local Principal Investigator and Principal Investigator in accordance with Terms of Reference provided in the Attachment 2
- vii. Maintain all study records in the assigned district including but not limited to, regulatory binders, study specific source documentation and other materials as required.
- viii. Act as liaison between field study personnel, patients, CHWs, the SP, the SN, Local Principal Investigator, Principal Investigator and the ComHIC Implementation Team.
- ix. May perform other job-related duties as requested or required by the Local Principal Investigator and Principal Investigator.

## **Expected Duration of Assignment**

- i. Assignment is on a one-year renewable contract with a probation period for the first 3 months.
- ii. Expected date of completion of duty is October 2022.
- iii. Remuneration is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

## **GENERAL APPLICATION CONDITIONS**

- i. All applicants must be Citizens of Tanzania
- ii. They must attach an up-to-date Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers
- iii. Applicants should apply on the strength of the information given in this advertisement
- iv. The title of the position should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.
- v. Applicants must attach their relevant certified copies of Academic/Professional certificates i.e. Postgraduate/Degree/Advanced Diploma/Diploma/Certificates and transcripts; National Form IV and Form VI Examination Certificates; Computer Certificates; Professional certificates from respective boards; One recent passport size picture and birth certificate.
- vi. **Employees of any institution must route their application letters through their respective employers.**
- vii. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)
- viii. Application letters should be written in English
- ix. Only short-listed candidates will be informed on a date for interview
- x. Presentation of forged academic certificates and other information in the CV will necessitate to legal action

## **MODE OF APPLICATION**

Complete application package that consists of application letters supported with detailed Curriculum Vitae, relevant copies of certificates i.e. Degree/Diploma certificates /testimonials, academic transcripts plus Secondary School Certificates and should be submitted to:

DEPUTY VICE CHANCELLOR,  
(PLANNING, FINANCE AND ADMINISTRATION)  
UNIVERSITY OF DODOMA,  
P.O. BOX 259, DODOMA.

**OR EMAIL:** [dvc-pfa@udom.ac.tz](mailto:dvc-pfa@udom.ac.tz), [dhrm@udom.ac.tz](mailto:dhrm@udom.ac.tz) and copy to: [skibusi@gmail.com](mailto:skibusi@gmail.com) and [nakamura.ith@tmd.ac.jp](mailto:nakamura.ith@tmd.ac.jp)

**DEADLINE:** 30<sup>th</sup> September, 2021.